

New! Online Program Enrollment Instructions - 2006

The instruction manual is available in the Accountability Program Improvement Section. It is called New! Online Program Enrollment Instructions - 2006. These instructions will walk you through the process on entering the program enrollment data into the system.

Follow the instructions below to get into the system:

Go to the ADE website: <http://www.ade.az.gov>

Click on **Programs**

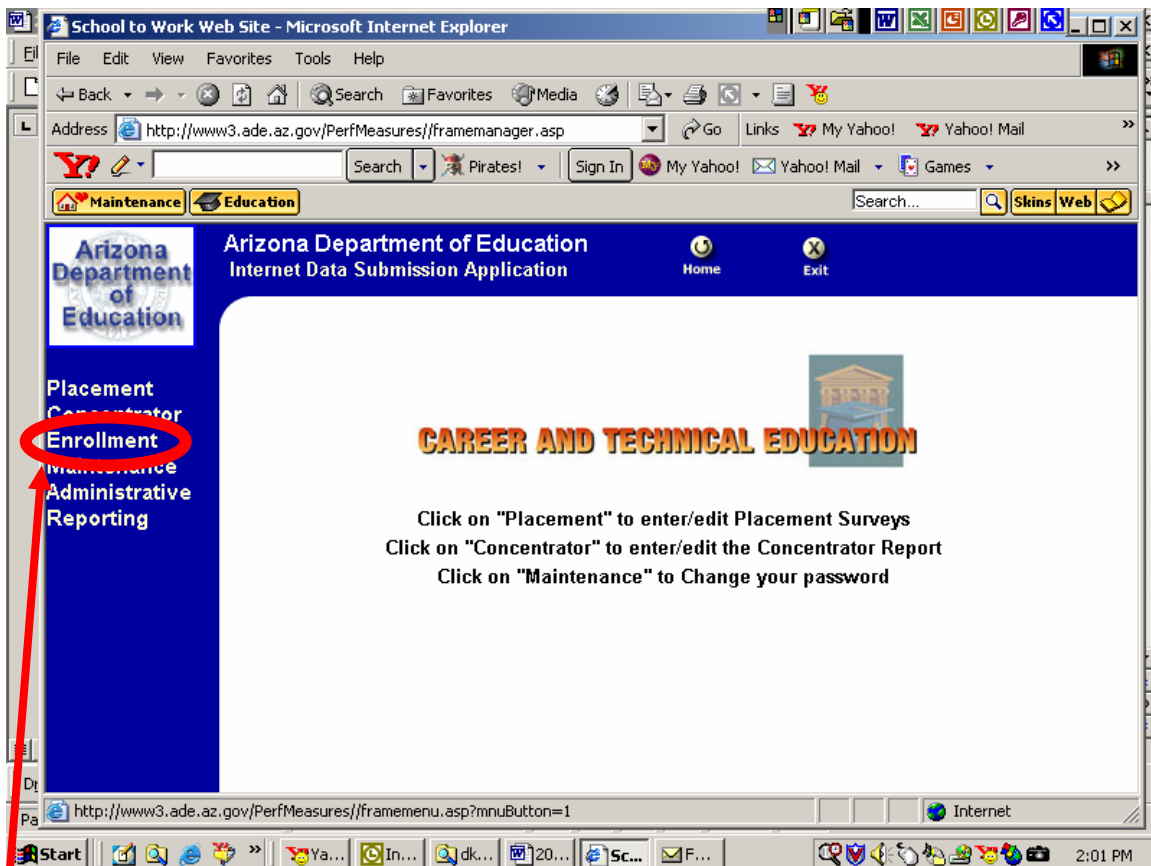
Click on **Career & Technical Education**

Click on **Accountability Program Improvement**

Click on **New CTE Placement Survey reports and Concentrator report system**

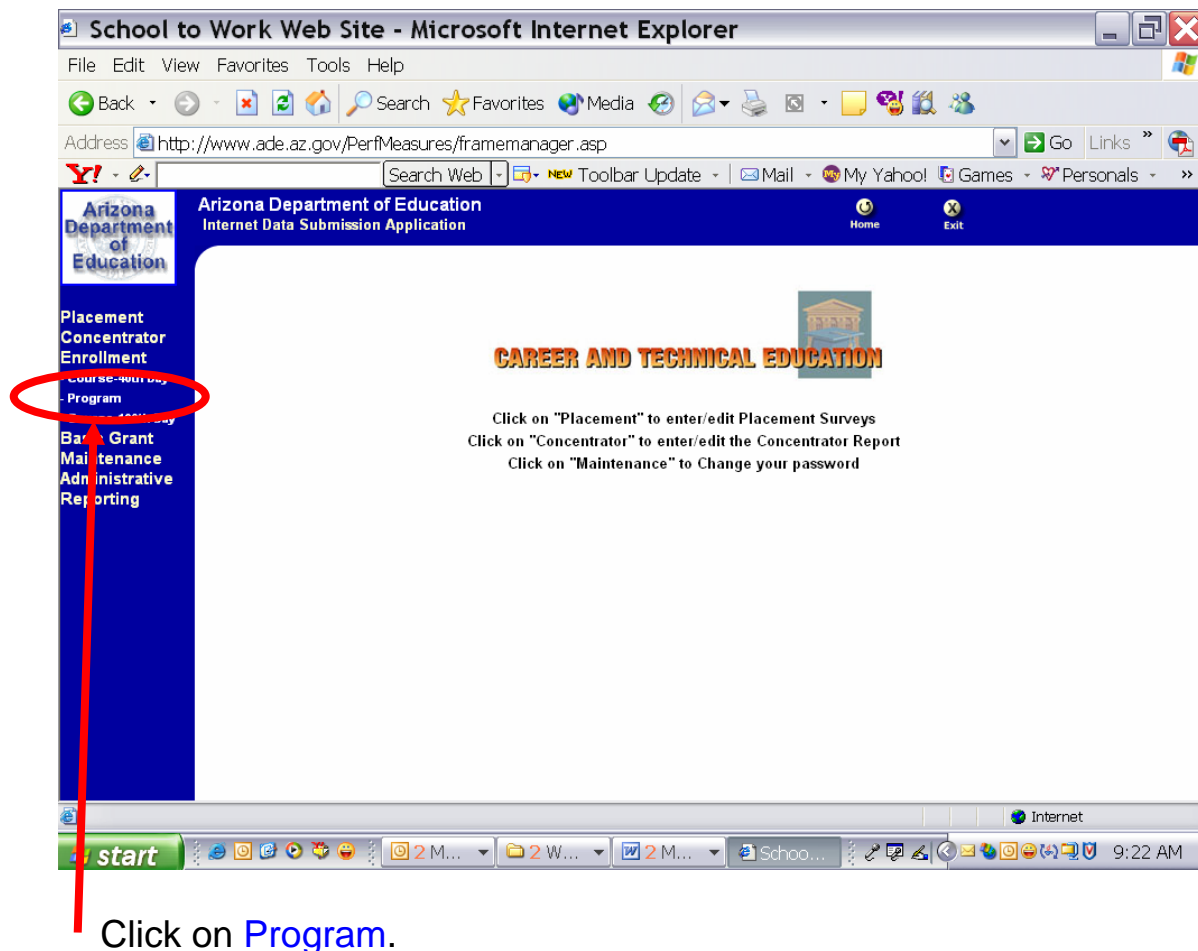
OR go directly to: <http://www.ade.az.gov/PerfMeasures/splash.asp>

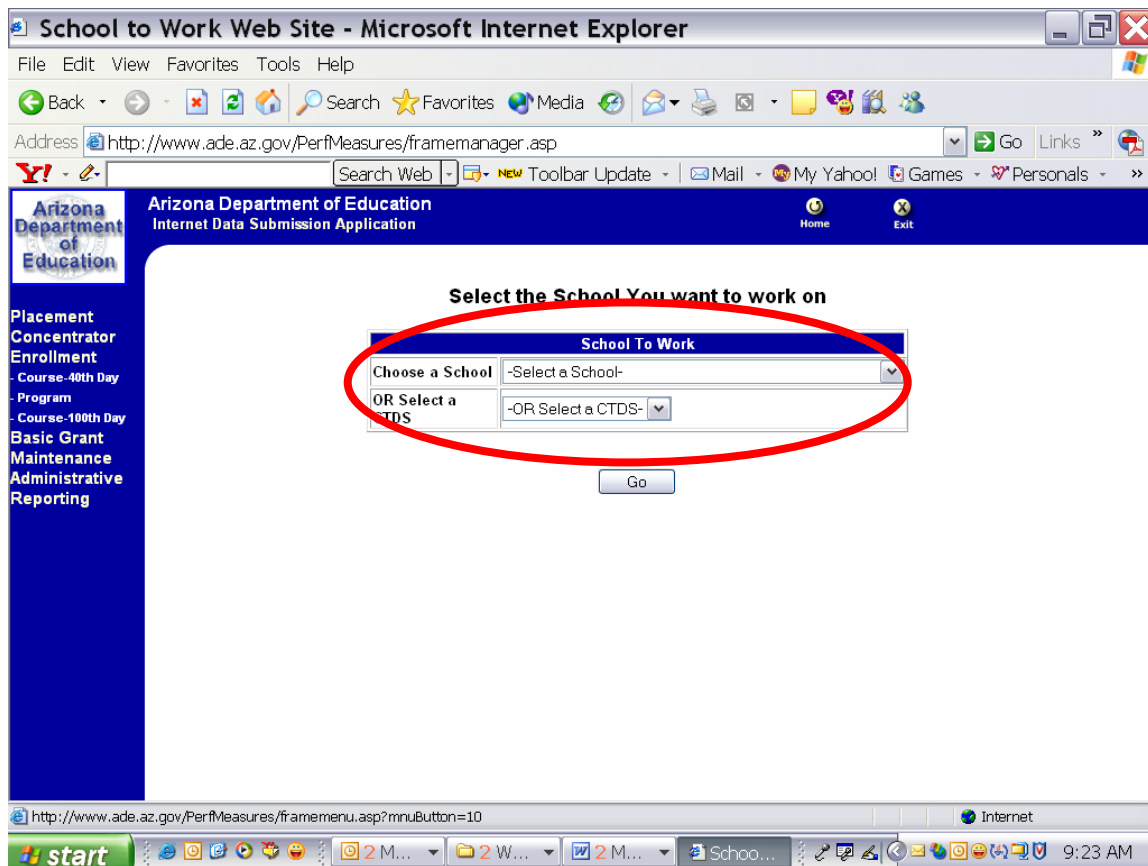
Click on **LOGIN** (use the same user name and password you used to enter in Performance Measures). If you do not have this information please contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.



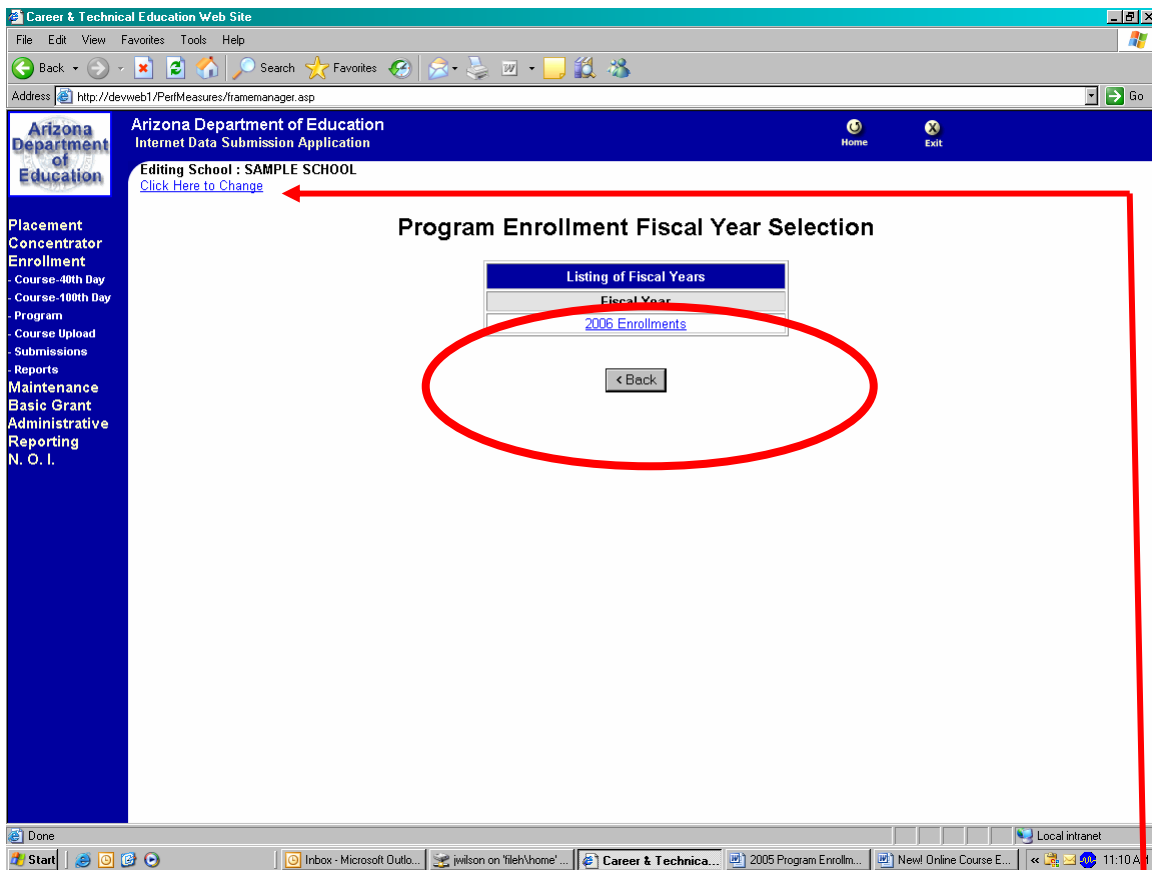
This new option is available on the Performance Measures website. It has been developed for your convenience so that you can add 2006 Program Enrollment records online. We will only accept 2006 Program Enrollment records sent to ADE CTE using the online system or in a text file. The text file can be on diskette, CD, or emailed to CTE at: STWDDataCollection@ade.az.gov

To add a new Program Enrollment record for fiscal year 2006, [click Enrollment.](#)





Select the [School](#) or [CTDS number](#) by clicking on the drop-down arrows then click on [Go](#).



Click on [2006 Enrollments](#) to add, modify or delete records. You can also select another school in your district by using the [Click Here to Change](#) link.

After you submit your program enrollment data, you will receive a verification report. All valid and invalid records will appear on your Program Enrollment (VOCI 25) report. Valid records have been recorded on your district's Program Enrollment Master Print Report (VOCI 26). Invalid records have not been recorded to your district's Program Enrollment Master Print Report (VOCI 26) and must be corrected and re-submitted.

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address http://devweb1/PerfMeasures/frameManager.asp

Arizona Department of Education
Internet Data Submission Application

Home Exit

2006 Program Enrollment Forms Original Submission

Please use the most current browsers available - Internet Explorer 5.0 or higher or Netscape 4.7 or higher

To add new Program Enrollment data, click on the blinking " + Add New Record", select the Program Number and click Submit to proceed to the next screen to enter your enrollment data.

To change a record that is already added, click **Modify**. (If you click on Modify but do not change the record, click the **Back** button at the bottom of the screen, **not the Submit button**). You can modify any field except the 6-digit Program field. To change the Program field, you must delete the existing record and then add a new record.

To delete a record that has been added, click **Delete**.

No changes can be made to the Tech Prep field. The Tech Prep field for this Program will be set to the 2005 value.

When the Program Enrollment information is complete, the current date will appear in the Updated box.

After all Program Enrollment records are **complete an ready to process**, you **MUST** notify Career and Technical Education by sending an email to: STWDDataCollection@ade.az.gov, stating that your data is complete and ready to process. Please include the name of the district/school(s) that you are reporting.

Enrollments for 12-34-56-001 - SAMPLE SCHOOL					+ Add New Record
Program	Program Total		Action	Updated	
010100	2	View	Modify Delete	11/29/2005	

Click here to get a detailed report

< Back

Done

Start

Inbox - Microsoft Outlo... twilson on "file\home" ... Career & Technica... 2005 Program Enrollm... Newt Online Course E... Local intranet

11:11 AM

To add Program Enrollment records, click on the flashing red/yellow [Add New Record](#).

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address http://devweb1/PerfMeasures/frameManager.asp

Arizona Department of Education
Internet Data Submission Application

Home Exit

New Program Enrollment

Program Enrollment Information	
Choose a Program Description	-Select a Program-
OR Select the Program Number	-OR Select a Program Number-
Select the enrollment Fiscal Year	2006

Submit Cancel

Done

Start | Inbox - Microsoft Outlo... | jwilson on 'fileVhome'... | Career & Technica... | 2005 Program Enrollm... | New Online Course E... | Local intranet | 11:17 AM

Select a [Program Name](#) or [Program Number](#) and click on [Submit](#).

The Fiscal Year is set to 2006.

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address http://devweb1/PerfMeasures/frameManager.asp

Arizona Department of Education
Internet Data Submission Application

Home Exit

2006 Secondary CTE Program Enrollment

Placement
Concentrator
Enrollment
Course-40th Day
Course-100th Day
Program
Course Upload
Submissions
Reports
Maintenance
Basic Grant
Administrative
Reporting
N. O. I.

Program Enrollment Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2006
Program	Description	
120500	Culinary Arts	

Enrollment Count by Grade		
Grade 09	<input type="text" value="0"/>	Grade 10 <input type="text" value="0"/>
Grade 11	<input type="text" value="0"/>	Grade 12 <input type="text" value="0"/>

Enrollment Count by Gender		
Male	<input type="text" value="0"/>	Female <input type="text" value="0"/>

Enrollment Count by Ethnic Group and Gender					
	Male	Female		Male	Female
White	<input type="text" value="0"/>	<input type="text" value="0"/>	Indian	<input type="text" value="0"/>	<input type="text" value="0"/>
Black	<input type="text" value="0"/>	<input type="text" value="0"/>	Asian	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>			

Enrollment Count for Special Populations and Gender					
	Male	Female		Male	Female
Handicapped	<input type="text" value="0"/>	<input type="text" value="0"/>	LEP	<input type="text" value="0"/>	<input type="text" value="0"/>
Economic Disadvantaged	<input type="text" value="0"/>	<input type="text" value="0"/>	Academic Disadvantaged	<input type="text" value="0"/>	<input type="text" value="0"/>
Single Parent	<input type="text" value="0"/>	<input type="text" value="0"/>			

You must hit the submit button to save any changes made

Submit Cancel

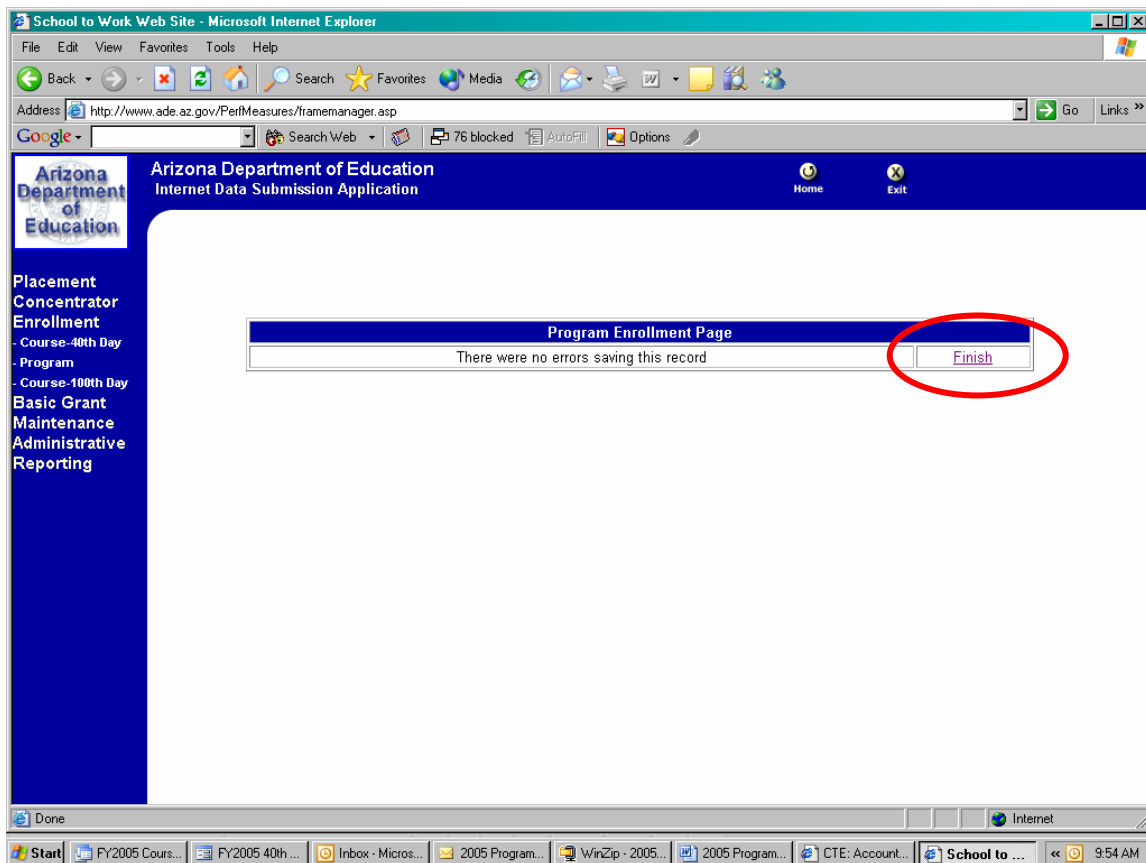
Done

Start | Inbox - Microsoft O... | 1 Reminder | twilson on TitleVho... | Career & Tech... | 2005 Program Enr... | New! Online Cours... | 12:13 PM

Enter your Program Enrollment counts.

Enter the Program Enrollment Counts by [Grade](#) and [Gender](#), the total of the Program Enrollment Counts by Grade must equal the total of the Program Enrollment Counts by Gender (you will receive an error message if they do not match). Enter Program Enrollment Counts by [Ethnic Group and Gender](#) and [Special Populations and Gender](#) where necessary.

Click on [Submit](#).



If there were no errors adding the record, this message will appear.

Click on [Finish](#) to go back to the Summary page for the school.

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address http://devweb1/PerfMeasures/frameManager.asp

Arizona Department of Education
Internet Data Submission Application

Home Exit

2006 Program Enrollment Forms Original Submission

Please use the most current browsers available - Internet Explorer 5.0 or higher or Netscape 4.7 or higher

To add new Program Enrollment data, click on the blinking “ + Add New Record”, select the **Program Number** and click **Submit** to proceed to the next screen to **enter** your enrollment data.

To change a record that is already added, click **Modify**. (If you click on Modify but do not change the record, click the **Back** button at the bottom of the screen, **not the Submit button**). You can modify any field except the 6-digit Program field. To change the Program field, you must delete the existing record and then add a new record.

To delete a record that has been added, click **Delete**.

No changes can be made to the Tech Prep field. The Tech Prep field for this Program will be set to the 2005 value.

When the Program Enrollment information is complete, the current date will appear in the Updated box.

After all Program Enrollment records are **complete an ready to process**, you **MUST** notify Career and Technical Education by sending an email to: STWDataCollection@ade.az.gov, stating that **your data is complete and ready to process**. Please include the name of the district/school(s) that you are reporting.

Enrollments for 12-34-56-001 - SAMPLE SCHOOL					+ Add New Record
Program	Program Total	Action			Updated
010100	2	View	Modify	Delete	11/29/2005

Click here to get a detailed report

< Back

Done

Start | Inboxes - Microsoft O... | 1 Reminder | twilson on Titeh/Vho... | Career & Tech... | 2006 Program Enr... | New! Online Cours... | Local intranet

12:20 PM

To add more records for your school, click [Add New Record](#).

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address <http://devweb1/PerfMeasures/frameManager.asp> Go

Arizona Department of Education
Internet Data Submission Application

Home Exit

2006 Program Enrollment Forms Original Submission

Please use the most current browsers available - Internet Explorer 5.0 or higher or Netscape 4.7 or higher

To add new Program Enrollment data, click on the blinking “ + Add New Record”, select the **Program Number** and click **Submit** to proceed to the next screen to **enter** your enrollment data.

To change a record that is already added, click **Modify**. (If you click on Modify but do not change the record, click the **Back** button at the bottom of the screen, **not the Submit button**). You can modify any field except the 6-digit Program field. To change the Program field, you must delete the existing record and then add a new record.

To delete a record that has been added, click **Delete**.

No changes can be made to the Tech Prep field. The Tech Prep field for this Program will be set to the 2005 value.

When the Program Enrollment information is complete, the current date will appear in the Updated box.

After all Program Enrollment records are **complete and ready to process**, you **MUST** notify Career and Technical Education by sending an email to: STWDDataCollection@ade.az.gov, stating that **your data is complete and ready to process**. Please include the name of the district/school(s) that you are reporting.

Enrollments for 12-34-56-001 - SAMPLE SCHOOL				+ Add New Record	
Program	Program Total	Action		Updated	
010100	2	View	Modify	Delete	11/29/2005

[Click here to get a detailed report](#)

[Back](#)

Done

Start | Inbox - Microsoft O... | 1 Reminder | twilson on FileH... | Career & Tech... | 2005 Program Enr... | New! Online Cours... | Local intranet

12:20 PM

When you are finished adding all your Program Enrollment records, you may click on [Click here to get a detailed report](#) for your records. After you review the report, you may add more records or view, modify or delete existing records. You can change an existing record by clicking on [Modify](#), or delete an existing record by clicking on [Delete](#). If you delete the record, it is gone from our database. If you modify the record, it is modified in our database. You may continue adding, modifying, deleting or viewing records using the online system until your report is correct.

When you have completed entering your data, you **MUST** send an email notification, including your district name to: STWDDataCollection@ade.az.gov, stating your Program Enrollment is complete and ready to process. When CTE MIS staff receives the email, we will process your data and mail a printed report to you for verification purposes.